



City of Newark  
NEW JERSEY  
GOVERNMENT RECORDS REQUEST FORM  
(GENERAL FORM)

OPRA# \_\_\_\_\_  
Office of the City Clerk  
Kenneth Louis, City Clerk  
920 Broad St.  
City Hall, Room, 306  
Newark, New Jersey 07102  
Telephone: (973) 424-4116  
Facsimile: (973) 733-4893  
Email: OPRA@ci.newark.nj.us

Important Notice

The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name Rachel MI P Last Name Leven  
Company The Center for Public Integrity  
Mailing Address 910 17<sup>th</sup> St. NW, 7<sup>th</sup> Floor  
City Washington State D.C. Zip 20006 Email rleven@publicintegrity.org  
Business Hours Telephone: Area Code 202 Number 481-1253 Extension —  
Fax Telephone: —  
Preferred Delivery: Pick Up — US Mail X On Site Inspect  
**Circle One:** Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / ~~HAVE NOT~~ been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.  
Signature [Signature] Date 9/4/2019

Payment Information

Maximum Authorization Cost \$ 485  
Select Payment Method  
Cash — Check — Money Order —  
Fees: Per Page – @ \$0.05  
Business Paper  
Per Page – @ \$0.07  
Legal Paper  
Delivery: Delivery / postage fees additional depending upon delivery type.  
Extras: Extraordinary service fees dependent upon request.

**Record Request Information:** To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

Please send any memorandums related to the use of city land for a community garden near the Newark Housing Authority Kretchmer senior rise and townhouses. Please search for this memorandum from 2012 through end of 2015. Please also send the document (email, letter, memo or whatever communication it was) that stated that land couldn't be used as a garden anymore.  
I am a member of the media. Please apply any and all fee waivers that were applicable.

AGENCY USE ONLY

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Est. Document Cost \_\_\_\_\_  
Est. Delivery Cost \_\_\_\_\_  
Est. Extras Cost \_\_\_\_\_  
Total Est. Cost \_\_\_\_\_  
Deposit Amount \_\_\_\_\_  
Estimated Balance \_\_\_\_\_  
Deposit Date \_\_\_\_\_

**Disposition Notes**  
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open \_\_\_\_\_  
Denied - Closed \_\_\_\_\_  
Filled - Closed \_\_\_\_\_  
Partial - Closed \_\_\_\_\_

| Tracking Information |       | Final Cost   |       |
|----------------------|-------|--------------|-------|
| Application #        | _____ | Total        | _____ |
| Rec'd Date           | _____ | Deposit      | _____ |
| Ready Date           | _____ | Balance Due  | _____ |
| Total Pages          | _____ | Balance Paid | _____ |
| Records Provided     |       |              |       |

OPRA Representative Signature \_\_\_\_\_

Date \_\_\_\_\_



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Company The Center for Public Integrity  
Mailing Address 910 17<sup>th</sup> Street NW, Apt. 202  
City Washington State D.C. Zip 20006 Email cleven@publicintegrity.org  
Business Hours Telephone: Area Code 202 Number 481.1253 Extension —  
Fax Telephone: —  
Preferred Delivery: Pick Up — US Mail ☒ On Site Inspection —  
Circle One: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.  
Signature [Signature] Date 9/5/2019

Payment Information

Maximum Authorization Cost \$ \_\_\_\_\_  
Select Payment Method  
Cash — Check — Money Order —  
Fees: Per Page – @\$0.05  
Business Paper  
Per Page – @\$0.07  
Legal Paper  
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Please send me a list of all emergency shelters from September 2012 and at present. If that is too broad, please send me a list of all emergency shelters for Ironbound and South ward residents.

I am a member of the media. Please apply any and all applicable fee waivers.

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Signature [Signature] Date 9/4/2019

Payment Information

Maximum Authorization Cost \$ 1000  
Select Payment Method  
Cash - Check - Money Order -  
Fees: Per Page – @ \$0.05  
Business Paper  
Per Page – @ \$0.07  
Legal Paper  
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Please send me any evacuation route documentation the city of Newark has that is current. Please send me any routes that have been updated for the Ironbound and southwards since October 2012. Please also send any routes for those locations from before <sup>October</sup> 2012.

I am a member of the media. Please apply any and all fee waivers that were applicable.

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Signature [Signature] Date 9/14/2019

Payment Information

Maximum Authorization Cost \$125  
Select Payment Method  
Cash — Check — Money Order —  
Fees: Per Page – @\$0.05  
Business Paper  
Per Page – @\$0.07  
Legal Paper  
Delivery: Delivery / postage fees additional depending upon delivery type.  
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Please send me a copy of Newark's response plan that lays out how the city of Newark intends to respond to natural disasters and other emergencies. Please send me a copy of the current plan, as well as any other versions of it published between 2011 and the date this request is processed.

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